



State of Arizona
Department of Education
Office of John Huppenthal
Superintendent of Public Instruction

September 6, 2011

Dear Superintendent/Charter Holder:

Subject: Teacher and Principal Evaluation Reporting Requirements

Several converging initiatives now require teacher and principal evaluation data be collected from all LEAs (districts and charters) in order to comply with new federal reporting requirements. The Arizona Department of Education recognizes the ramifications and impact these new mandates will have on LEAs. We would like to make you aware of the latest information in order for you to plan accordingly.

The ADE is required to annually submit school, LEA, and state level evaluation data to the US Department of Education as stated in Arizona's State Fiscal Stabilization Fund (SFSF) application and as part of the federal ESEA Title IIA requirements. In addition, the State Board of Education recently adopted the *Arizona Framework for Measuring Educator Effectiveness* which requires that all teachers and principals be evaluated on an annual basis and that 33-50% of the evaluation be based on student academic achievement beginning in School Year (SY) 2012-2013.

We understand the additional effort involved in complying with these new requirements. We also understand there are many unanswered questions, and recognize there inevitably will be many challenges as we all work together to adhere to these mandates. For your reference, additional information for these federal and state initiatives is provided below.

1. **SFSF:** The following two indicators of the state's SFSF plan identify the need to collect and report teacher and principal evaluation data.
 - *Indicator (a)(4):* Provide, for each LEA in the State whose teachers receive performance ratings or levels through an evaluation system, the number and percentage (including numerator and denominator) of teachers rated at each performance rating or level.
 - *Indicator (a)(7):* Provide, for each LEA in the State whose Principals receive performance ratings or levels through an evaluation system, the number and percentage (including numerator and denominator) of Principals rated at each performance rating or level.

For more information on SFSF, please visit <http://www.azrecovery.gov/agencies/agencies-governor.html>.

2. **Title IIA Federal Reporting:** The US Department of Education has made it abundantly clear that the emphasis on "highly qualified" teachers is now evolving to emphasize "highly effective" teachers and leaders. This is evident in the *Blueprint for Reform*, the "Race to the Top" competitive grant applications, the SFSF application described above, and through required state reporting to the federal government. Each year, the ADE is required to report the number and percent of highly qualified teachers within the state through the federal EdFacts reporting system. The most recent EdFacts reporting guidelines require teacher and principal evaluation

data that show the number who are highly effective, effective, partially effective and ineffective at the school, LEA, and state level be submitted on an annual basis. For more information on EdFacts reporting specifications, please visit <http://www.ed.gov/about/inits/ed/edfacts/file-specifications.html>

3. **Arizona Framework for Measuring Educator Effectiveness:** On April 25, 2011, the State Board of Education unanimously passed the *Arizona Framework for Measuring Educator Effectiveness* based on the following:
- Senate Bill 1040 (SB 1040) was passed last year and signed into law by Governor Brewer in May of 2010. The impetus for the passage of SB 1040 was to bring Arizona in line with the necessary requirements to compete for a federal “Race to the Top” grant – the requirements being set by President Obama and the U.S. Department of Education.
 - SB 1040 mandated that the “State Board of Education adopt and maintain a model framework for a teacher and principal evaluation instrument that includes quantitative data on student academic progress that accounts for **between thirty-three percent and fifty percent** of the evaluation outcomes. School districts and charter schools shall use an instrument that meets the data requirements established by the State Board of Education to annually evaluate individual teachers and principals beginning in school year 2012-2013.”

The *Arizona Framework for Measuring Educator Effectiveness* document and other important resources can be found at <http://www.ade.az.gov/asd/TeacherPrincipalEval/>

In order to accommodate the collection of evaluation data for all teachers and principals, the ADE is now enhancing the Highly Qualified Teacher Input (HQTIA) system. LEAs have been using this online system, available through the Common Logon, for the past several years to report the highly qualified status for each core academic teaching position. The HQTIA system was selected as the data collection mechanism for teacher and principal evaluation data due to its ease of use, familiarity and preference among LEA personnel, and its alignment with existing federal legislation. The use of the HQTIA system will replace the online survey deployed to LEAs this past spring to collect evaluation data for SY 2009-2010. LEAs will be required to submit evaluation data through the HQTIA system for SY 2010-2011 in the November to December, 2011 timeframe. School Year 2011-2012 evaluation data will need to be submitted in June, 2012. The ADE will provide training and additional information to all LEAs in the coming months. **It is also the intent of ADE to work with representatives of the schools to develop templates that could assist districts and charters in meeting the federal and state requirements if they choose.**

It is the intent of the ADE for the LEAs to retain as much control over this process wherever possible.

With that said, it is also necessary to provide specific guidelines to which all LEAs must adhere in order to comply with federal reporting mandates. To streamline and standardize the data collection process as well as protect the privacy of personnel evaluations, the ADE has made the following policy decisions:

- **Privacy and Confidentiality:** The ADE recognizes the extremely sensitive nature of this information. **Individual evaluation data will not be collected at the state level in order to protect the privacy and confidentiality of those data.** While evaluation data will be collected in the aggregate at the school level for teachers and the district level for principals, only schools/LEAs with 10 or more teachers will be reported to the US Department of Education. Only aggregate school, LEA, and state-level data will be made publically available as required by the SFSF application.

- **Performance Levels** – One summative evaluation performance level will need to be determined for each teacher and principal on an annual basis. LEAs can use their own labels and number of performance levels; however, the ADE has identified the following four standardized categories for reporting purposes:

- Highly effective
- Effective
- Partially effective
- Ineffective

An LEA can choose to use as many or as few indicator levels as they wish. However, if an LEA uses alternative levels, it will be the responsibility of the LEA to map their levels to the four performance levels identified by the ADE when reporting through the HQTIA.

- **Adoption of a Statewide Definition of “Teacher”** – For purposes of federal reporting, LEAs are to use the following definition:

A teacher is defined as an individual who provides instruction to Pre-kindergarten, Kindergarten, grades 1 through 12, or ungraded classes; or who teaches in an environment other than a classroom setting and who maintains daily student attendance records.

Recognizing that many classes do not meet every week day school is in session, “daily student attendance” means a teacher takes attendance each time the class meets.

It is the intent of this letter to provide you with as much information as possible so you can begin to plan within your LEA accordingly. **Keep in mind the ADE intends to support you in this endeavor through its work to develop templates, guidelines and materials for your possible use.** We will welcome your feedback on the process as it unfolds. We expect to have materials available for your review by early next calendar year. Please send your questions or comments to EducatorEvaluation@azed.gov if you wish to provide any feedback regarding policy decisions described above or on developments that occur in the near future. General questions about the data collection process, timelines, and the reporting requirements should be directed to the ADE Effective Teachers & Leaders office at 602-542-1842.

Sincerely,



Dr. Karen Butterfield, Associate Superintendent
Highly Effective Schools and Leaders Division